

Student Account Appeals Form

Adams Campus 401 North Main Street Adams, WI 53910 Marshfield Campus 2600 West Fifth Street Marshfield, WI 54449 Stevens Point Campus 1001 Centerpoint Drive Stevens Point, WI 54481 Wisconsin Rapids Campus 500 32nd Street North Wisconsin Rapids, WI 54494

Phone: 715.422.5300 Toll-free: 888.575.6782 Fax: 715.422.5561 Web: mstc.edu

As a student, you are responsible for charges and payments to your account. In extenuating circumstances a student may be eligible for a refund of tuition and fees paid to Mid-State or a reduction in outstanding charges outside of the refund schedule determined by the Wisconsin Technical College System. To view the WTCS refund schedule go to mstc.edu/registration-and-records/payment-and-refund-policies.

Extenuating circumstances may include the following:

- · Death of a family member
- Medical emergency which results in the inability to attend class. A signed letter from the medical professional including dates and or dates of admission to hospital is required.
- An unavoidable change in the student's conditions of employment. Documentation required.
- · Active military service, including active duty for training. Deployment papers required.
- For any other extenuating circumstances, attach documentation which supports your appeals request. **The College reserves the right to request additional documentation.

The Student Account Appeals Process must be initiated within 30 days of the end of the term in which the student is appealing charges. To file an appeal this form must be completed by the student with all supporting documentation attached and submitted:

- In person: Any Mid-State Campus Office
- Mail: Student Records Office, Mid-State Technical College, 500 32nd Street North, Wisconsin Rapids, WI 54494
- Email: studentrecords@mstc.edu
- Fax: 715.422.5561, Attention: Student Records

Your appeal will be reviewed by the Student Account Appeals Committee. If you are unsatisfied with the committee's decision, a further appeal may be filed with the Office of Student Services. Appeals are reviewed weekly. You will receive written notification within two weeks following the appeals meeting.

| STUDENT INFORMATION: | | | | | | |
|---|-------|--------------------------|-------------|--|--|--|
| Name (please print): | | Student ID: | | | | |
| Current Address: | City: | | State: Zip: | | | |
| Home Phone: | | Cell Phone: | | | | |
| Which academic semester/year are you appealing charges? | | | | | | |
| If you are seeking a refund, did you receive Financial Aid for that semester/year? No Yes (If yes, please be aware that a tuition refund may result in repayment of part or all of the financial aid funds paid to you.) | | | | | | |
| Please indicate class title and class # for the class(es) in question. | | | | | | |
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| Student Name (print): | | Student ID: | | | | |
| Signature: | | Date: | | | | |
| Name if filling out on behalf of student: | | Relationship to student: | | | | |
| Please explain extenuating circumstances: | | | | | | |

| Please provide a detailed explanation of your appeal. Include detailed information such as dates, terms and classes that you reference: | | | | | |
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| MIL. (W.) | | | | | |
| What result(s) are you requesting? | | | | | |
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| Appeals Committee Evaluation and Results | | | | | |
| Today's Date: | | | | | |
| Charges Adjusted: ☐ 100% ☐ 80% ☐ 60% ☐ None | Semester: ☐ Fall ☐ Spring ☐ Summer | r | Year: | | |
| Action Taken: | | • | | | |
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| If appeal is denied, check reason(s): Student failed to officially drop class(es) during Mid-State's tuition refund period. Student has already received the correct tuition refund. Student dropped class(es) after Mid-State's tuition refund period. Documentation provided does not support appeals claim. Medical documentation provided does not support appeals claim. Student received Financial Aid which would result in repayment of funds greater than requested refund. Other: | | | | | |
| Registrar Signature: | | Date: | | | |
| Student Financials Specialist Signature: | Date: | | | | |
| Financial Aid Supervisor Signature: | | Date: | | | |

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325 • AAEO@mstc.edu. 1/2023